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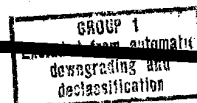
6 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

- 25X1A 1. On Wednesday we held our monthly faculty meeting. Mr. [] briefed the group on emergency and fire procedures for the Chamber of Commerce Building. [] described the workings of the Linguistic Steering Committee and some of the topics that it has recently had under discussion. He spent some time summarizing the Committee's conclusions on the teaching of pronunciation. []
- 25X1A [] chairman of the Faculty Advisory Committee, raised a number of questions on behalf of the faculty, including the extent of instructors' obligation to participate in [] activities, the possibility of a refrigerator for the use of the faculty, the maximum number of teachers that should be involved in any given class of beginning students, and the matter of job security of contract personnel. The FAC suggested that a workshop on the teaching of reading be offered to interested instructors, and that some consideration be given for the time and money spent on language-teaching lunches with their students. I spent the better part of a half hour responding to these questions and describing LS contract personnel practices and administration. 25X1A
2. In line with living within our [] budget for FY 1972, I have furloughed four instructors; one each in Portuguese, Russian, Vietnamese and Czech. I propose to keep their contracts in force, and will call them back later if student enrollment warrants. In the same context I have notified Mrs. [] one of our Lao instructors, that we will not need her services at all after 30 September. 25X1A
3. In reviewing our intensified liaison with FSI, I have learned that the sharing of language teaching materials and information is much more a two-way street than I had originally thought; i.e. there are more things that we are doing for them than it had appeared. In addition to sharing our VOA line with them, we also loan them tapes to duplicate, as we did this week in the case of our Chinese drill tapes. We recently performed a service for them in reviewing an FSI tape series and identifying technical deficiencies in it. We also

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send them copies of our old Swedish and Russian newspapers, since they appear to have some trouble with procurement. And this week a representative of the FSI Romance Department came over to consult us about aural comprehension courses and our techniques of proficiency testing. Having heard these things from the Department Chiefs in this week's staff meeting, my next objective is that FSI management know the extent and nature of this interaction.

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4. I would like to commend [] of ISS/VAB for his imagination and hard work in the preparation of the art work for the first edition of Language Highlights, which went to press this week.

5. For the first time in many years, we received a request to teach a full-time class in Danish. Since we have a stand-by Danish instructor who will be available to teach the course in September, we have advised EUR that we will accept the student.

6. Fifty-two BAHLT requests have been received to date. Of this total, 23 requests are for French, 6 for German, 10 for Russian, and 13 for Spanish. The deadline for submission of requests is 20 August.

7. The Department of Germanic Languages completed a revision of the Norwegian reading proficiency test this week. Since we have no native Norwegian speakers in the School, we have asked the Norwegian teacher at FSI to check over the spelling in the test. Norwegian orthography is in a state of flux, and a number of changes in spelling have occurred since our test was originally written.

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8. [] called to inform me that FE Division will supply funds for the cost of one of our new Lao instructors for the coming year.

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9. With the arrival of new lab booths and Cooper machines, personnel in the language laboratory have been extraordinarily busy with installation. We were particularly grateful to have our summer employee, [] in the lab this week. He was able to help with much of the day-to-day work while our technicians were involved with the new equipment. Both he and [] who has worked on cataloging in the library, have done an excellent job for us.

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10. Language School Statistics:

Students and Classes as of the week of 26 - 30 July 1971:

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Students

Full-time - 44
Part-time - 81 (38 Hqs.)

TOTAL.....125

Classes

Full-time - 22
Part-time - 36 (6 Hqs.)

TOTAL.....58

Laboratory hours for the week of 26 - 30 July 1971:

Language School - 74
Headquarters - 29

There were 36 proficiency tests given during the week of
26 - 30 July 1971.



Acting Chief, Language School

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